



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

18 JUNE 2021

Division MEMORANDUM

No. 290, s. 2021

**CALL FOR NOMINATION FOR PAGPASIDUNGOG SA
PINAKAMADAYAW AWARD 2021**

To : Public Schools District Supervisors & District In-Charge
Secondary and Elementary School Heads
Secondary and Elementary Teachers
This Division

1. In adherence to Division Memorandum No. 390, s. 2020 Division Search for Pagpasidungog sa Pinakamadayaw Award 2020, the Schools Division of Surigao del Sur announces the call for nomination for the Pagpasidungog sa PinakamADAYAW Awards 2021.
2. The Pagpasidungog sa PinakamADAYAW Awards aims to encourage, recognize, and reward employees individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, or services in the public interest and other personal efforts contributing to efficiency and economy which lead to organizational productivity that is enhanced on the principles of equal employee opportunity policy and equitable service for the greater good of the communities they serve.
3. The search covers the following award categories:
 - A. Individual Category**
 1. Outstanding Teacher (Elementary)
 2. Outstanding Teacher (Secondary)
 3. Outstanding Master Teacher (Elementary)
 4. Outstanding Master Teacher (Secondary)
 5. Outstanding Special Education Teacher (Elementary)
 6. Outstanding Special Education Teacher (Secondary)
 7. Outstanding School Principal (Elementary)
 8. Outstanding School Principal (Secondary)
 9. Outstanding Multi-grade Teacher
 10. Outstanding ALS Mobile Teacher
 11. Outstanding Public Schools District Supervisor (PSDS)



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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12. Outstanding Education Program Supervisor
13. Outstanding School-Based Management (SBM) Coordinator (Elementary)
14. Outstanding School-Based Management (SBM) Coordinator (Secondary)
15. Outstanding Non-Teaching Level 1 Employee (Division-wide)
16. Outstanding Non-Teaching Level 2 Employee (Division-wide)
17. Outstanding Researcher
18. Outstanding IPed Teacher (Elementary)

B. School Category

19. Outstanding School (Elementary)
20. Outstanding School (Secondary)
21. Most Functional Learning Resource Management Center (LRMC)

Three finalists per category will receive a Certificate of Recognition, while the outstanding employee shall also receive a plaque and cash prize.

4. The following are the application documents:
 - 4.1. Endorsement from PSDS/DIC
 - 4.2. Omnibus Certificate of Authenticity and Veracity of Document (duly notarized)
 - 4.3. Service Records (Updated)
 - 4.4. Personnel Data Sheet (CSC Form 212)
 - 4.5. Certificate of No Pending Case
 - 4.6. Performance Rating (Latest 3 rating periods)
 - 4.7. Rating Sheet for Professionalism and Personal characteristics
 - 4.8. Certificates and other supporting documents (MOVs required in the category) arranged and labeled per criterion.
5. Refer to the Division Memorandum No. 390, s. 2020 and the Regional Order No. 002, s. 2021 for the guidelines and criteria of the aforementioned awards.
6. Attached hereto are the Calendar of Activities, Committees, Nomination Form, Rating Sheet for the Professional and Personal Characteristics, which can be downloaded via <https://tinyurl.com/PASIDUNGOGTemplates2021>.
7. Each district is encouraged to send one entry per category. The District/School-based PRAISE Committee shall screen the candidates' documents to be conducted with strict observance of the Minimum Health Standard set by the Department of Health (DOH) and the Inter- Agency Task Force (IATF).



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8. The schedule of the submission of hard copy will be on or before July 20, 2021 at this Division Office.
9. For in inquiries, you may contact the HRD-EPS II, **Ms. Erlyn G. Mangadiao**, through her mobile number: 09073950090.
10. Widest dissemination and immediate action for this matter are highly desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated

- Reference: (1) Division Memo No. 390, s. 2020
(2) Division Memo No. 232, s. 2020
(3) Regional Order No. 002, s. 2021

To be indicated in the Perpetual Index
under the following subjects:

AWARDS INCENTIVES
PRAISE COMMITTEE

EMPLOYEE WELFARE
REWARDS AND RECOGNITION

HRD//DM-MEMO CALL FOR NOMINATION FOR PAGPASIDUNGOG SA PINAKAMADAYAW AWARD 2021/
290 /JUNE 18, 2021



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Enclosure No. 1 to Division Memorandum No. 290, s. 2020

**OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY
OF DOCUMENTS**

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS
I _____ Filipino, of legal age, with permanent
address _____ at under oath,
hereby depose and state that:

That each of the document submitted is an authentic and original copy or a
true and faithful reproduction of the original, complete and that all statements and
information provided therein are true and correct;

That I am assuming full responsibility and accountability on the validity and
authenticity of the documents submitted;

That I am aware that any violation will automatically disqualify me from the
selection process;

That I am making these statements as part of the requirement for
Pagpasidungog sa Pinakamadayaw Award 20__ of the Department of Education -
Surigao del Sur Division.

By executing this Omnibus Certification of Authenticity and Veracity of
Documents, I hereby authorize the Department of Education - Surigao del Sur
Division.

Nominee

Witness:

PSDS/DIC

SUBSCRIBE AND SWORN to before me this _____ day of _____, 20__, affiant
exhibiting to me his/her Community Tax Certificate No. _____ issued on
_____ at _____, Philippines.

Notary Public

Until _____
PTR no. _____
Date _____
Place _____
Tin _____

Doc no. _____
Page no. _____
Book no. _____



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Enclosure No. 2 to Division Memorandum No. 210, s. 2020

NOMINATION FORM

Pagpasidungog sa Pinakamadayaw Award 20__
(Calendar Year)

THE PRAISE COMMITTEE
DepEd – Surigao del Sur Division
Balilahan, Mabua
Tandag City 8300

Recent 2"x2"
Picture of the
nominee

After undergoing a thorough evaluation in the district level based on the guidelines and criteria of the Pagpasidungog sa PinakaMADAYAW Awards for DepEd – Surigao del Sur Division Employees, I hereby nominate:

Name of Nominee : _____

Category : _____

Current Position of Nominee : _____

SUBJECT AREA AND GRADE LEVEL TAUGHT:

Unit Assigned and nature of work: _____

School/Office : _____

School/Office Address: _____

I hereby certify that, to the best of my knowledge, the information contained in the accompanying supporting documents are true and correct.

The nominee and the undersigned understand that the decision of the screening committee is final and that we agree to abide by it.

Name of Nominator : _____

Position: _____

Signature of Nominator: _____

Date Signed: _____



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Enclosure No. 3 to Division Memorandum No. 290, s. 2020

**RATING SHEET for
 PROFESSIONALISM & PERSONAL CHARACTERISTICS**

Name of Nominee : _____
 School : _____
 District : _____
 Category : _____
 Name of Immediate Supervisor : _____

Directions: Put a check (✓) on the space provided for if the nominee exhibits the following indicators **AT ALL TIMES**. Otherwise put an (x).

INDICATORS		
A.	Manifests genuine enthusiasm and pride in the nobility of teaching/related teaching profession	
1.	Demonstrates punctuality at all times	
2.	Participates activity in all office activities	
3.	Attends in all required seminars and trainings for professional development	
4.	Gets involved in all school programs and projects/office activities as required	
5.	Communicates the DepEd vision, mission, and core values to stakeholders	
B.	Observes and demonstrates desirable personal and professional (RA 6731) and Code of Ethics (RA 786) behaviors like respect, honesty, dedication, patriotism, and genuine for others at all times	
1.	Maintains stature and behavior worthy of respect and emulation	
2.	Respects the privacy of co-workers, does not spread office gossips or rumors	
3.	Gives honest remarks and constructive feedback and is generous enough to give credits due to co-workers	
4.	Provides honest and constructive feedback and is generous enough to give credits due to co-workers	
5.	Is honest, upright, and trustworthy in all his/her dealings with all people	
6.	Serves beyond working hours to be able to meet organizational goals and objectives	
7.	Performs jobs cheerfully and with much positivism exceeding expectations of superiors as to work outputs	
8.	Observes at all times loyalty to the republic and to the Filipino people, promotes use the locally produced goods, resources, and technology and encourages, appreciation, and pride of country and people	
9.	Extends prompts and adequate services to the public	
C.	Maintains harmonious relation with superiors, colleagues, subordinates, learners, parents, and other stakeholders	



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1.	Respects authority and is able to work harmoniously with superiors and colleagues	
2.	Maintains good working relationship with co-working, parents, and stakeholders	
3.	Performs well whether as a team leader or member	
D.	Maintains good reputation with respect to financial matters such as the settlement of his/her debts, loans, and other financial affairs/liabilities	
1.	Discloses personal financial interest as well as that of spouse and other minor children exercising proper discretion	
2.	Settles loans and other financial affairs on time	
3.	Has not been subjected to any complaint/charged administratively relative to financial matters	
	NO. OF CHECKS (✓)	
	TOTAL POINTS = NO OF CHECKS (x) (0.5)	

Rated by:

Signature over Printed Name of the Immediate Head

Date



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SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure No. 4 to Division Memorandum No. 290, s. 2020
(sample for outstanding Teacher)

CONSOLIDATED RATING SHEET

Pagpasidungog sa Pinakamadayaw Award 20____
(Calendar Year)

Category: _____

Criteria/Indicators	Maximum Points	Points Gained per Indicator		
		Nominee 1	Nominee 2	Nominee 3
Instructional Competence (45 pts)	Teaching Competence	20		
	Outstanding Accomplishment	10		
	Creativity & Innovation	10		
	Research	5		
Professional Growth (35 pts)	Professional Advancement	5		
	Demo Teaching	10		
	Resource Speakership	10		
	Training Programs attended	5		
	Authorship	5		
Community Development (10 pts)	Outreach	10		
Professionalism & Personal Characteristics (10 pts)	Personality	5		
	Potential	5		
TOTAL POINTS		100		

Reviewed by: PRAISE COMMITTEE

Noted by:

PRAISE CHAIRPERSON

Approved by:

PSDS/DIC



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Enclosure No. 5 to Division Memorandum No. 290, s. 2020

CALENDAR OF ACTIVITIES

Activity	Schedule	Persons Responsible
Selection of Division/District Nominees	June 18 – June 30, 2021	Top Management, PSDS/DICs, School Heads, Nominees
Submission and Perusal of District PRAISE Committee	July 1-16, 2021	District PRAISE Committee
Deadline of Submission of District Nomination with complete documents	July 20, 2021	District PRAISE Committee
Evaluation of Documents by PRAISE Committee	August 2021	District PRAISE Committee
Final Validation and Interview of Qualified Nominees	September, 2021	District PRAISE Committee
Final Selection and Awarding of Outstanding Teaching and Non-Teaching Officials and School Employees	October, 2021	District PRAISE Committee
Technical Assistance of Division Nominee for Bulawanong Sulo 2021	May - June, 2022	District PRAISE Committee
Final Packaging of Documents for Submission to RO	June, 2022	HRD Focal and SGOD Staff
Submission to RO	July, 2022	HRD Focal and SGOD Staff



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Enclosure No. 6 to Division Memorandum No. 290, s. 2020

**PAGPASIDUNGOG SA PINAKAMADAYAW AWARD
SCREENING COMMITTEE BY CATEGORY**

INDIVIDUAL AWARD CATEGORY	FOCAL PERSON/S
Outstanding Teacher (Elementary) Outstanding Teacher (Secondary)	Chair: Regina Euann A. Puerto - Bryan L. Arreo - Alex S. Mistula
Outstanding Master Teacher (Elementary) Outstanding Master Teacher (Secondary)	Chair: Camela G. Lerio - Voltair C. Asildo - Marieto Cleben V. Lozada
Outstanding Special Education Teacher	Chair: Analiza G. Doloricon - Elnie Anthony P. Barcena - Osias N. Manlucob, Jr.
Outstanding Multigrade Teacher	Chair: Marilyn V. Quinto - Ucille P. Galvez - Von Jason A. Casa
Outstanding ALS Mobile Teacher	Chair: Alexander D. Dapar, Jr. - Romeo L. Lepardo - Jayson M. Orozco
Outstanding School Principal (Elementary) Outstanding School Principal (Secondary)	Chair: Edna E. Trinidad - Rufino T. Reyes - Glee Cris S. Urbiztondo
Outstanding School-Based Management (SBM) Coordinator (Elem & Secondary)	Chair: Rufino T. Reyes - Voltair C. Asildo - Marieto Cleben V. Lozada
Outstanding Head Teacher/TIC (Elementary) Outstanding Head Teacher/TIC (Secondary)	Chair: Antonio V. Salazar - Encarnacion M. Padua - Erlyn G. Mangadlao
Outstanding Public Schools District Supervisor	Chair: Celsa A. Casa - Carlos Tian Chow C. Correos - Jhun Clifford P. Reyna (Secretariat)
Outstanding Non-Teaching- Level 1 Employee (Division and District)	Chair: Megenila C. Guillen - Eleazar . Lagundino - Eppie P. Cabrera - June C. Guerra (Secretariat)
Outstanding Non-Teaching- Level 2 Employee (Division and District)	Chair: Liza M. Guinguing - Shirlene S. Crabajales - Jovixson B. Dalura
Outstanding IPEd Teacher	Chair: Danilo T. Alcantara - Romeo Leopardo, Jr. - January P. Sablas (Secretariat)
Outstanding Education Program Supervisor	Chair: Elvira S. Urbiztondo - Mary Luz B. Advincula-Niere - Joanne H. Balan (Secretariat)



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